

# **Newberry Township Events Committee**

## **Meeting Minutes**

**July 11, 2025 @ 12:00 pm**

### **Call to Order at 12:00 PM**

#### **Attendance**

Present: Diane Shellenhamer, Dominish Miller, Sue Ostrander, Tony Miller (via phone), Norm Seitz, Jen Mohn, Jason Seymore (via phone).

Absent: Codie Culley (minutes and notes to be forwarded to him).

#### **Pledge of Allegiance**

The meeting was called to order and the Pledge of Allegiance was recited.

#### **Public Comments**

There were no public comments recorded in the transcript.

#### **Announcements**

There will be a special meeting scheduled for July 22<sup>nd</sup> at 12:00 pm

#### **New Business**

##### **Vote on Upcoming Public Meeting Dates**

Diane Shellenhamer proposed voting on the following dates for future meetings: August 4th, September 8th (moved due to Labor Day), October 6th, November 3rd, and December 1st. Initially, the meetings were proposed to be held at noon, but after discussion, the committee agreed to move the meeting time to 4:00 PM to accommodate members' work schedules.

Norm Seitz raised concerns about the accessibility of the building after hours. Tony Miller clarified that there is a key available in the executive office to unlock the door once inside.

***Motion: To approve the dates of August 4th, September 8th, October 6th, November 3rd, and December 1st at 4:00 PM for future meetings.***

***Made by: Tony Miller***

***Seconded by: Sue Ostrander***

***The motion carried unanimously.***

##### **Review Music in the Park Event Scheduled for July 12th**

Diane Shellenhamer provided an update on the upcoming Music in the Park event. She mentioned that expenses were minimal, with the main costs being the rental of two porta-potties (\$146) and an advertisement in the Savings Guide (\$125). The advertisement was placed to reach an older demographic.

## **Discuss Committee Expenses for This Event**

The committee discussed the expenses for the Music in the Park event. Diane Shellenhamer noted that most of the event was either free or paid for by external contributors. The total expense for the event was approximately \$271. Additionally, Rob Harkins generously donated \$400 to cover the expense of the band.

## **Go Over Layout**

The committee reviewed the layout for the Music in the Park event. The band will be located in the pavilion with the fireplace, while attendees will be seated on the grass and among the trees. Food trucks will be positioned along the parking lot near the grass. Picnic tables will be moved outside the pavilion onto a grassy area behind the food trucks. Susquehanna fire police will assist with parking, and Aaron has offered the use of his golf cart to transport people who have difficulty walking.

## **Go Over Food for the Event**

The food options for the event were discussed. Newberry Township Fire Department will provide burgers, grilled hot dogs, and slushies. A food truck called "Home of the Real Philly" will offer cheesesteaks and french fries. PA Creamery Cruiser will provide ice cream.

## **Verify Who Will Be Available to Help at This Event**

Committee members discussed their availability to help with the event. Diane Shellenhamer requested that members arrive by 3:00 PM to assist with setup and preparations.

## **Discuss Any Last-Minute Needs**

The committee discussed the need for trash bags for the event. It was agreed that 55-gallon bags would be suitable, and members would ensure there were plenty available.

## **Discuss a Committee Clean-Up Day for the Concession Stand at Shelley Park**

The committee agreed to organize a cleanup day for the concession stand at Shelley Park. After discussion, they settled on July 26th at 4:00 PM as the date and time for the cleanup.

***Motion: To have a cleanup day at Shelley's Park concession stand on July 26th at 4:00 PM.***

***Made by: Sue Ostrander***

***Seconded by: Norm Seitz***

***The motion carried unanimously.***

## **Discuss the Structure of the Events Committee**

The committee discussed appointing a lead for the group instead of having a chair, as they are a committee rather than a board. Sue Ostrander was nominated and agreed to take on the role of lead.

***Motion: To appoint Sue Ostrander as the lead for the Events Committee.***

***Made by: Norm Seitz***

***Seconded by: Dominish Miller***

***The motion carried unanimously.***

The committee also discussed creating an outreach program to better reach different demographics in the community. Dominish Miller was appointed as the lead for the outreach program and was authorized to recruit at least two other people to assist her.

***Motion: To appoint Dominish Miller as the lead for the outreach program and authorize her to recruit at least two other people to assist.***

***Made by: Sue Ostrander***

***Seconded by: Norm Seitz.***

***The motion carried unanimously.***

## **Review of the Events Committee Budget**

Sue Ostrander provided an overview of the committee's budget. She reported that the current balance is \$3,421.55. This amount includes funds from brick sales and donations. The committee discussed the need for a detailed spreadsheet to track expenses and income, which Sue agreed to maintain and share with the group.

## **Discuss Fundraising Ideas**

Tony Miller was appointed as the lead for fundraising efforts. The committee discussed the potential of using the concession stand at Shelley Park as a source of revenue during events.

***Motion: To appoint Tony Miller as the lead for fundraising for the Events Committee.***

***Made by: Sue Ostrander***

***Seconded by: Norm Seitz***

***The motion carried unanimously.***

## **Discuss Upcoming 2025 Events Which Will Need Board of Supervisors Approval**

### *Harvest Moon Festival*

The committee discussed plans for the Harvest Moon Festival, to be held on October 4th at Shelley Park. Ideas included a chili cook-off, pumpkin painting or carving for children, face painting, and potentially inviting a balloon artist. The committee agreed to have an acoustic musician perform at the event.

### *Christmas Tree Lighting*

The committee decided to hold the Christmas Tree Lighting event on Friday, November 21st. They discussed the possibility of renting an igloo structure for Santa, as was done in the previous year.

***Motion: To hold the Christmas Tree Lighting event on November 21st.***

***Made by: Norm Seitz***

***Seconded by: Dominish Miller***

***The motion carried unanimously.***

## **Supporting Park and Recreation – 5 K Run at Shelley Park – November 1st – 9:00 AM Check In, 9:30 AM Race, 11:00 AM Walking and K9**

The committee briefly discussed their potential role in supporting the 5K Run event organized by Parks and Recreation. They agreed to seek more information and potentially have a joint meeting with Parks and Recreation to clarify their involvement.

## **Concession Stand – Fund Raiser**

This topic was covered during the discussion of fundraising ideas.

## **Discussion on Joint Meeting with the Park and Recreation Board**

The committee agreed that a joint meeting with the Park and Recreation Board would be beneficial to discuss various collaborative efforts, including the 5K Run and the use of the concession stand.

## **Discussion on 2026 Ideas**

The committee briefly touched on planning for 2026 events. They discussed the possibility of holding more Music in the Park events throughout the summer months.

## **Discussion on Veteran Brick Orders**

Sue Ostrander reported that there are currently 4 additional brick orders, bringing the total to 60 bricks. The committee also discussed plans to add bricks for K9 units, fire police, and fire crew members who have lost their lives. These bricks will be placed under the American flag, separate from the veterans' walkway.

## **Discuss Brick Sale Memorial for Canines, Fire Department and Police Department**

The committee discussed offering bricks at a reduced cost of \$50 for K9 units, police department, and fire department memorials. They agreed to move forward with this project, pending approval from the Board of Supervisors.

***Motion: To move forward with the project for memorial bricks for K9 units, police department, and fire department at a cost of \$50 per brick.***

***Made by: Sue Ostrander***

***Seconded by: Dominish Miller***

***The motion carried unanimously.***

## **Cost of Bricks – Who Is Paying for the Bricks**

The committee confirmed that the fire departments or police departments would be paying for their respective memorial bricks.

## **Location of Memorial**

It was decided that the memorial bricks for K9 units, police department, and fire department would be placed under the American flag at MESB Building, separate from the veterans' walkway.

## **Approval from the Board of Supervisors**

Diane Shellenhamer agreed to seek approval from the Board of Supervisors for the placement of these memorial bricks under the flag at MESB Building.

## **Discuss Update on Ongoing Food Truck Event**

The committee discussed the ongoing food truck events. They noted that recent events have been successful, despite some cancellations due to various reasons. The committee considered moving future food truck events to Shelley Park and potentially combining them with the open market events.

## **Discuss Update on Ongoing Open Market Event**

The committee briefly discussed the ongoing open market events. They agreed to continue with these events, noting that attendance has been growing steadily. They discussed the possibility of combining the open market with food truck events in the future to increase attendance and variety.

## **Adjournment**

***Motion: To adjourn the meeting.***

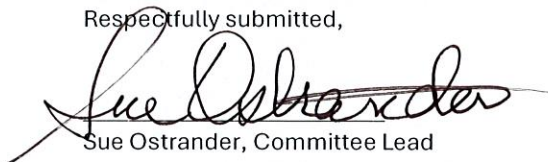
***Made by: Norm Seitz***

***Seconded by: Sue Ostrander***

***The motion carried unanimously.***

The meeting was adjourned.

Respectfully submitted,

  
Sue Ostrander, Committee Lead

